

# **LAWRENCE LIVERMORE NATIONAL LABORATORY PROCUREMENT & MATERIEL**

## **SECURITY AND SITE ACCESS PROVISIONS**

The following provisions are applicable to the Lawrence Livermore National Laboratory (LLNL) or Site 300 facilities, which are operated and managed by the University for the U.S. Department of Energy (DOE). The LLNL is located at 7000 East Avenue, Livermore, CA; Site 300 is located off of Corral Hollow Road, four miles SW of Interstate 580, ten miles SW of Tracy, CA. As used herein, the term "Laboratory" includes both facilities unless provisions pertaining to one of the facilities are so indicated, and "Subcontractor" shall include lower-tier subcontractors.

### **1.0 Security Areas**

**PROPERTY PROTECTION AREAS.** The LLNL and Site 300 are enclosed by a perimeter fence establishing a Property Protection area.

**"OPEN" AREAS** are certain areas within the Property Protection Area of the Laboratory that are open to the public between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. Some Open Areas are accessible to the public at all times, except during emergencies.

**"LIMITED" AND "EXCLUSION" AREAS** are security areas within the Property Protection Areas enclosed by eight-foot high security fences, access to which is controlled by guarded entry/exit posts or electronic access control booths, turnstiles, or doors.

**"PROTECTED" (SUPERBLOCK) AREA** is a security area within the Limited Area of the LLNL enclosed by complex delay and detection systems, access to which is controlled by electronic access control booths, metal detectors, and vehicle sally ports.

### **2.0 Security Access Requirements**

**PROPERTY PROTECTION AREAS.** All unescorted Subcontractor personnel within the Property Protection Area of the Laboratory are required to have executed a Site Access Security Questionnaire (SASQ), and to have undergone security processing and issued a badge, as further described in Section 2, below.

- (a) Naturalized citizens must provide proper evidence of their naturalization.
- (b) Aliens are not permitted within the Property Protection Area of the Laboratory without the written consent of DOE obtained through the University under applicable DOE Security Regulations.
- (c) Personnel making normal truck deliveries for vendors shall be United States citizens and carry a current operators license. Such personnel will be issued a temporary truck pass, but security processing will not be required.

**"OPEN" AREAS.** All Subcontractor personnel (prime or lower-tier) working in Open Areas of the Laboratory are required to be badged. An exception is granted for subcontractor personnel who are only making deliveries of equipment or material to the work areas.

**"LIMITED" AND "EXCLUSION" AREAS.** In addition to the requirements for access to the Property Protection Areas, any work within a Limited or Exclusion Area shall also be conducted under University-provided Protective Services escort. Therefore, it is required that at least 48-hours notice be given to the University's LLNL Westgate Badge Office or Site 300 Badge Office, as applicable, prior to the Subcontractor's scheduled entry into a Limited or Exclusion Area. Such notice shall include an estimate of the amount of time required to complete the work therein.

To be allowed unescorted access to any "Limited" or "Exclusion" security areas, or access to any classified information or special nuclear material (SNM), (1) the Subcontractor and lower-tier subcontractors, as applicable, must possess a DOE foreign ownership, control, and influence (FOCI) certification, and (2) their personnel must possess a DOE Security Access Authorization (clearance) appropriate for the access level.

**"PROTECTED" (SUPERBLOCK) AREA.** Any work within the Protected (Superblock) Area shall be conducted by personnel who (1) have executed an "Authority to Conduct Background Investigation and Release Information and Records" document, (2) had a preliminary background investigation completed, and (3) have received a clearance.

Any work within the Protected (Superblock) Area shall also be conducted under University-provided Protective Services escort. Therefore, it is required that at least 48-hours notice be given to the LLNL West Gate Badge Office prior to the Subcontractor's scheduled entry into the "Protected" (Superblock) Area. Such notice shall include an estimate of the amount of time required to complete the work therein.

To be allowed unescorted access to any "Limited", "Exclusion", or "Protected" security areas, or access to any classified information or special nuclear material (SNM), (1) the Subcontractor and lower-tier subcontractors, as applicable, must possess a DOE foreign ownership, control, and influence (FOCI) certification, and (2) their personnel must possess a DOE Security Access Authorization (clearance) appropriate for the access level.

### **3.0 Security Processing and Badging**

3.1 The Subcontractor shall notify the LLNL Westgate Badge Office (925/422-0717) or Site 300 Badge Office (925/423-5221), as applicable, 48-hours prior to initial entry to the Laboratory. At this time, the Subcontractor shall state the number of personnel to be processed.

3.2 At the time of initial entrance to the Laboratory, the Subcontractor's personnel shall report to the LLNL Westgate Badge Office in Building 071, located on Westgate Drive, or the Site 300 Badge Office in Building T-8806, located off of Corral Hollow Road west of the Main Entrance Gate, as applicable, for security processing.

3.2.1 All personnel appearing at the Badge Office for entry processing shall present the following information:

- Subcontractor's company name
- location of work site,
- the Subcontractor's Subcontract number.

3.2.2 The Subcontractor and its personnel will immediately thereafter be provided access to the Property Protection Area, with the understanding that the continued presence of the Subcontractor and its personnel at the Laboratory is subject to review by the University based upon a check of appropriate records of law enforcement agencies.

3.2.3 The Subcontractor and its personnel shall wear badges above the waist and in plain sight at all times while working within the limits of the Laboratory.

3.3 Sufficient badges will be supplied to the Subcontractor at no cost. The badges shall remain the property of the Government. The Subcontractor and its personnel shall return the badges to the Badge Office upon termination of employment at the Laboratory.

3.4 Subcontractor's personnel will be processed without charge to the Subcontractor. The Subcontractor will not be reimbursed for the cost of "lost time" required for the processing of its personnel.

#### **4.0 Subcontractor Responsibilities to Notify of Changes in Need for Clearances**

4.1 Subcontractor personnel assigned to work at the Laboratory and requiring access to classified information or special nuclear material (SNM) must obtain and maintain a DOE Access Authorization (clearance). The determination for the access authorization will be made by the cognizant LLNL contract point-of-contact (POC). The POC will notify Safeguards & Security to process the required individual(s) for the access authorization(s).

4.2 The Subcontractor and its cleared personnel are responsible for notifying LLNL Safeguards & Security in the event one of the following occurs:

4.2.1 Employment by the Subcontractor is terminated.

4.2.2 Access authorization (clearance) is no longer required (for example, the Subcontract work is completed or the personnel transfer to a position not requiring such access).

4.2.3 The individual is on a leave of absence or an extended "leave of absence" that exceeds 90 consecutive calendar days. For purposes of this requirement, "leave of absence" refers to vacations, illnesses, sabbaticals, teaching and research leaves, maternity leaves, leave without pay, leave with pay, family and medical leaves (FMLA), workers' compensation (injury), and military leaves.

- 4.2.4 Access to classified matter or special nuclear material (SNM) is no longer required due to a transfer to a position not requiring such access.
- 4.2.5 The individual leaves for foreign travel, employment, assignment, education or residence of more than 3 months duration not involving official United States Government business. (Note: This requirement applies even if the individual remains employed by the Subcontractor.)
- 4.2.6 Notification must be made in writing to Safeguards & Security at the following address:

Safeguards & Security  
7000 East Avenue, L-504  
Attn: Terminations  
Livermore, CA 94550

## **5.0 Work Conditions & Restrictions**

- 5.1 All Subcontractor personnel assigned for work at the Laboratory shall be made aware of and shall comply at all times with these Security and Site Access Provisions. Permission for access to the Laboratory for any and all persons who violate these Security and Site Access Provisions shall be revoked.
- 5.2 Subcontractor's personnel access to the Laboratory shall be limited to the work site area(s) specified in the Subcontract. Personnel working on outside projects are prohibited from entering any buildings within the area of work, except when granted permission by the University.
- 5.3 All personal belongings of the Subcontractor's employees, including briefcases, lunch boxes, handbags, and vehicles driven by Subcontractor's employees, are subject to search for prohibited items, upon entering and leaving the Laboratory, at the discretion of the Laboratory Security Department. In addition, subcontractors, materialmen, and vendors entering and leaving the Laboratory are also subject to search for prohibited items.
- 5.4 Except as otherwise provided in the Subcontract, work operations shall be limited to the hours between 7:30 a.m. and 5:00 p.m., Monday through Friday, at the LLNL, and between 8:00 a.m. and 5:00 p.m., Monday through Friday, at Site 300, except on Laboratory holidays. Requests for approval from the University to work at times other than the time stated herein shall be submitted at least 48 hours in advance.
- 5.5 Materials, parked vehicles or equipment, trailers, or temporary storage buildings shall not be located within 50 feet of any existing fence, or within 25 feet of power poles or manholes. Exceptional circumstances shall be as indicated in the Subcontract.
- 5.6 Objects shall not be picked up or removed from the limits of the Laboratory, except for Subcontractor's materials, or materials removed in and designated by the Subcontract to be removed from the Laboratory.

- 5.7 All materials for installation and conduct of the work shall be brought into the Laboratory so as to minimize interference with the activities of the Laboratory and other work at the Laboratory.
- 5.8 Batteries shall be removed from all portable cellular telephones prior to taking the phones into classified buildings. Visitors will be required to review a copy of the cellular phone rules when they receive their badges.

## **6.0 Prohibited Items**

- 6.1 Except as otherwise provided herein, the following privately owned items shall not be brought within the limits of the Laboratory without proper authorization.
- Firearms or other weapons
  - Explosives or incendiary devices
  - Cameras
  - Binoculars or telescopes
  - Narcotics and dangerous drugs, marijuana, LSD, cocaine, and other hallucinatory substances
  - Alcoholic beverages
  - Poisonous or corrosive solids, liquids, or gasses
  - Electronic transmitting or receiving devices, except radio equipment that is installed in vehicles and operating on frequencies assigned by the Federal Communications Commission (FCC). Citizens Band radios and mobile telephones may be used only for communication between elements of a Subcontractor's organization.

All prohibited items listed above may be confiscated if they are brought into the Laboratory without permission or if they are being used for other purposes than those stated in the request.

- 6.2 Written permission from the Laboratory Security Department, or the DOE/OAK Operations Office as applicable, shall be obtained for each prohibited item brought into the Laboratory if such items are required for execution of the work, and they do not violate the law.
- 6.2.1 Permission shall be requested through the University Technical Representative or Technical Release Representative, including a statement of need, the period of time that the item will be required, and the person responsible for its use.

- 6.2.2 The items shall be removed from the Laboratory immediately upon termination of their need or termination of the period stated in the Subcontractor's request.

## **7.0 Fence Penetrations**

- 7.1 No penetrations shall be made over, under, or through existing security fences located within or on the perimeter of the Laboratory without the permission of the University.
- 7.2 All required security fence penetrations shall be conducted under Protective Services escort.
- 7.3 Temporary barricades shall be installed for all penetrations when work requiring Protective Services escort is not in progress. These barricades shall be located at the existing fence line, and the Subcontractor shall use panel inserts supplied by the University or other approved materials.
- 7.4 The installed barricades shall be approved by the Laboratory Security Department and shall provide the same degree of security protection as afforded by the existing fence.

## **8.0 Use Of Existing Roads**

- 8.1 All Subcontractor's personnel and other persons assigned for work at the Laboratory shall be made aware of and shall comply at all times with the following requirements.
  - 8.1.1 Posted speed limits
  - 8.1.2 All signs and posted notices
- 8.2 Points of access to the work for vehicles and personnel shall be as designated on the Subcontract drawings or as stated in the Subcontract.
- 8.3 Only vehicles with pneumatic tires shall be allowed on existing roads.
- 8.4 All motorized equipment shall be equipped with mufflers.
- 8.5 Use of Laboratory roads for heavy traffic shall be minimized.
- 8.6 Only certain existing roads within the Laboratory shall be designated for the Subcontractor's use. Other roads shall not be used without first obtaining permission from the University.
- 8.7 All Laboratory roads shall be kept open at all times. When obstructions on existing Laboratory roads are required because of the work, approval shall be obtained from the University and complete detours or other temporary measures shall be established prior to the start of other work.

8.8 Suitable temporary barricades, fences, or other structures as required shall be provided and maintained for the protection of the public, traffic, and personnel about the work site; walks around any obstruction made in public places shall be provided; and sufficient light on or near the work-area shall be maintained to protect workers, travelers, and other personnel from injury during all hours of darkness.

8.8.1 All barricades shall be provided with battery-operated warning lights during hours of darkness.

8.8.2 No lighting with open flames shall be permitted.

8.9 The Subcontractor is responsible for all damage to utilities, streets, curbs, and gutters resulting from its work, and shall, at its own expense, repair all such damage at the completion of this work, or sooner if directed by the University.

## **9.0 Parking**

### **9.1 Subcontractor's Vehicles**

9.1.1 Vehicles and equipment shall be parked only in areas completely off the existing Laboratory roads, or in areas designated for parking within the work-area limits. Access for other types of vehicles may be requested through the University.

9.1.2 Cranes, booms, drilling rigs, and similar tall equipment shall be kept clear of overhead electrical conductors. The Subcontractor shall be responsible and shall hold the University harmless for any damage or injury caused by unsafe acts of its operators.

### **9.2 Personal Vehicles**

Parking space for the private vehicles of the Subcontractor's personnel will be available within the established parking lots of the Laboratory or entirely off the Laboratory site. No private vehicles are allowed into any other areas of the Laboratory, except as specifically stated in the Subcontract or with the permission of the University. The Subcontractor shall transport its personnel to the job site in Subcontractor vehicles.

## **10.0 Work-Area Limits For Roads And Underground Utilities**

10.1 The work-area limits for road work shall extend 100 feet from the top of all cuts and the toe of all fills on each side of the road.

10.2 The work-area for underground utilities and overhead power lines shall extend 100 feet on each side of the service to be installed. This shall apply when the utility or power line extends beyond a designated building work-area limit.

## **11.0 Blasting And Hauling Of Explosives**

- 11.1 Blasting of rock and other materials is not permitted at the LLNL and is not contemplated at Site 300. However, if it becomes evident that the use of explosives at Site 300 is required, the Subcontractor shall notify the University 24 hours in advance of each blasting operation, stating the quantities and type of explosives proposed and shall obtain approval from the University for each blasting operation. Explosives exceeding six pounds for each detonation will not be permitted. All blasting operations shall be conducted in accordance with the requirements of the State of California CRR Title 8, Chapter 4 Subchapter. 7 - General Industry Safety Orders.
- 11.2 Explosives shall not be brought, hauled, or moved into, within, or away from the boundaries of Site 300 without first obtaining permission in writing from the University.
  - 11.2.1 Approval shall be requested from the University 24-hours in advance for every haul or move required, and all explosives shall be removed at the end of the working day.
  - 11.2.2 The quantities and type of all explosives delivered to Site 300, quantities used for each detonation, and quantities removed from Site 300 at the end of the working day will be checked by the University.
  - 11.2.3 All vehicles used for hauling explosives shall be properly marked and shall comply with the applicable State of California Highway Safety Requirements.

(END OF PROVISIONS)